

## Training

### CAP OPERATIONAL MISSIONS

**CAPR 50-15, 1 February 1996, is changed as follows:**

#### 1. Page-Insert Changes:

Remove	Insert
1 and 2	1 and 2
5 and 6	5 and 6
11 and 12	11 and 12
13 and 14	13 and 14
17 and 18	17 and 18
41 and 42	41 and 42

#### 2. Revisions/Changes

- a. Paragraph 3-8b. Deletes LO obligation to produce optional training mission reports.
- b. Paragraph 3-9, Counterdrug (CD) Orientation and Flight Training, was revised and incorporated into paragraph 3-6, Scheduling and Requesting USAF-Assigned Reimbursable Training or Evaluation Missions.



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**NOTE:** Changes from superseded publication are identified in this document by placing a bold vertical bar outside the appropriate margin.

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1 February 1996

## Training

### CAP OPERATIONAL MISSIONS

This regulation prescribes concepts, policies, and standards which govern the training and qualification of all Civil Air Patrol (CAP) supervisory, ground, and flight personnel in the accomplishment of CAP operational missions. The National Commander prescribes the minimum CAP operational mission training program and associated training/evaluation requirements. Practices, procedures, and standards prescribed in this regulation are mandatory. All suggestions for modification and improvement of the program will be forwarded through the chain of command to HQ CAP/DO.

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## Chapter 2

### OPERATIONAL SPECIALTY RATINGS/PERFORMANCE STANDARDS

**2-1. General.** This chapter defines authorized CAP operational specialty ratings, qualification and training requirements, and minimum performance standards.

**a.** Authorization for CAP members to perform various operational specialties is limited to personnel who have successfully completed the training required and satisfactorily demonstrated their ability to meet the performance standards for the particular specialty rating.

**b.** A specialty qualification card, CAP Form 101 or 101CN, will not be issued to a member until the requirements specified in this regulation have been satisfied.

**c.** The training/qualification requirements of this chapter are the minimum required. Training should not stop with initial qualification since professional performance demands continuous training. Examples of continuation training programs available are: AFRCC's National SAR School Inland Course, Federal Emergency Management Agency (FEMA) study courses, CAP and USAF training missions, etc.

**d.** Persons attaining a qualified status under this regulation who will be using CAP frequencies must obtain appropriate communications certification in accordance with CAPR 100-1, Vol 1. Trainees do not need this certification when using these frequencies under the direction of a properly certified instructor.

**e.** Bloodborne Pathogen Protection. Two primary first responders on each ground team must receive bloodborne pathogen training from a knowledgeable person and have it documented by the wing commander. This training can be accomplished by CAP members that have medical training or have been trained in bloodborne pathogens and should follow current Occupational Safety and Health Administration guidelines. Other sources for the training are Air Force medical facilities (on a space available basis) and civilian agencies electing to donate this service to CAP.

**2-2. Specialty Qualification Cards (CAP Form 101/CAP Form 101CN/CAP Form 101T).** Application for CAP Forms 101 and 101T is made on CAP Form 100 (Attachment 3). Application for CAP Form 101CN is made on CAP Form 83 (see Attachment 18 and Attachment 19).

**a.** Prior to application for CAP Form 101, 101T, or 101CN, senior members must complete Level I Orientation (including cadet protection program training) and cadets must complete phase I of cadet training. After Level I Orientation is complete, refer to paragraph 2-3.

**b.** Except as specified in paragraph c. below, a Specialty Qualification Card, CAP Form 101, is initially issued by the wing (or region) commander to personnel who satisfactorily complete all training and evaluation requirements specified for the requested specialty rating listed in d. and e. below. Specialty ratings listed on CAP Form 101 remain valid through the last day of the 24th month from the date issued. Authority to issue the initial CAP Form 101 in each specialty, except the General ES Specialty, may not be delegated below wing level. The unit commander is the

authority to issue the initial CAP Form 101 in the General ES specialty.

**c.** A Counterdrug Specialty Qualification Card, CAP Form 101CN, is issued by National Headquarters, through the wing commander, to personnel who have satisfied the applicable program requirements including attending a counterdrug orientation session. See Attachment 18 for specific orientation and CAP Form 101CN instructions. CAP Form 101CN remains valid indefinitely unless revoked, membership is terminated, or the member fails to renew membership within 90 days of expiration.

**d.** A Specialty Qualification Training Card, CAP Form 101T, for the Mission Coordinator specialty rating is issued by the wing (or region) commander to experienced personnel training for this specialty. The Mission Coordinator specialty rating will be renewed by the wing (or region) commander.

**e.** A Specialty Qualification Training Card, CAP Form 101T, is issued by the unit commander to personnel training for the specialty rating qualifications listed in (1) through (12) below:

- (1) Air or Ground Operations Director.
- (2) Air Search Coordinator.
- (3) Ground Search Coordinator.
- (4) SAR/DR Mission Pilot.
- (5) Mission Observer.
- (6) Mission Scanner.
- (7) Ground Team Leader.
- (8) Ground Team Member.
- (9) Information (Public Affairs) Officer.
- (10) Flight Line Officer.
- (11) Communications Unit Director.
- (12) Radio Operator.

An individual may be in training for up to three specialty ratings at any one time. This permits them to receive practical experience and training under the direct supervision of qualified instructors. To receive credit for field training, a trainee must have the instructor providing the training endorse CAP Form 101T indicating the date, specialty, mission number, and type of mission. Pilots, observers, and scanners must also record the actual training hours flown. Members may not receive field training towards a specialty qualification rating unless that specialty is shown on CAP Form 101T.

**f.** In exceptional situations, wing (and region) commanders may accept equivalent training received from other agencies and waive all or portions (except flight checks) of the specialty qualification training requirements specified in paragraph 2-4. Such waivers must be substantiated by appropriate documentation of equivalent training. Authority to waive training requirements shall not be delegated.

**g.** Training areas listed on CAP Form 101T do not expire, but are deleted once an individual becomes qualified and has the specialty rating added to the CAP Form 101. The CAP Form 101T should be retained and may be used for continued participation in a trainee status pending receipt of CAP Form 101 showing addition of the appropriate specialty rating qualification.

h. Only personnel holding a valid CAP Form 101 or 101CN containing the applicable specialty rating(s) may be assigned to perform duties on CAP operational missions. Individuals in training for a specialty rating may perform mission duties under the supervision of fully qualified personnel provided the trainee has a valid CAP Form 101T containing the particular specialty area and is otherwise authorized to participate in the specific mission activity involved.

## **2-3. Emergency Services Questionnaire and General Emergency Services Rating Requirements and Performance Standards.**

a. Prior to any CAP personnel training or qualifying for emergency services operational specialty ratings, they must satisfactorily complete Part 1 of CAP Form 116, the Emergency Services Questionnaire, and obtain the general emergency services specialty rating (see 2-3b). Air crews (except Transport Mission Pilots) and selected staff personnel must also complete Part 2 of CAP Form 116. The questionnaire is administered by the unit training officer (or designee) prior to the first issuance of CAP Form 101T or 101 to a CAP member. Once successfully completed, the CAP Form 116 questionnaire is not repeated for additional specialty ratings or renewal of existing ratings. Documentation showing completion of this questionnaire is filed in the individual's master record. Answers to the questions will not be provided prior to taking the review. Questions missed should be corrected and explained, to the trainee when the answer sheet is reviewed. This open book questionnaire, which is designed to guide individuals through a systematic study of CAPR 55-1 and CAPR 50-15, provides a basic knowledge of overall qualification, safety, and performance of emergency services operations.

b. A general emergency services specialty rating is required of all individuals initially qualifying in emergency services. It authorizes them to perform administrative and general operations support functions under the direction of qualified staff personnel. A general emergency services rating may also be issued to chaplains desiring to assist in emergency services operations. The following minimum requirements must be satisfied prior to issuance of CAP Form 101 containing the general emergency services specialty rating:

- (1) Current CAP member.
- (2) Complete Level I (cadet phase 1) training.
- (3) Satisfactorily complete CAP Form 116, Part 1.
- (4) Satisfactorily complete classroom instruction covering the following subjects:
  - (a) CAP emergency services operations.
  - (b) State/local laws and regulations.
  - (c) CAP operational regulations, procedures, and associated forms.

**2-4. Specialty Rating Requirements and Performance Standards.** In each specialty rating, "Trainee" requirements must be completed prior to initiating requirements for "Qualified" status. In addition to the items specified in paragraph 2-3, the following minimum requirements must be satisfied prior to issuance of a CAP Form 101T and then CAP Form 101 containing the respective specialty rating(s):

### **a. Mission Coordinator:**

(1) **Trainee.** Satisfy the following for issuance of a CAP Form 101T:

(a) Satisfactory participation in at least one mission as a qualified Ground Team Leader or Member.

(b) Satisfactory participation in at least one mission as a qualified Air Operations Director and one mission as a qualified Ground Operations Director.

(c) Satisfactorily complete the classroom instruction specified in Attachment 7.

(2) **Qualified.** Satisfy the following for issuance of a CAP Form 101:

(a) Senior member at least 21 years of age.

(b) Satisfactory participation in a minimum of two missions as a Mission Coordinator trainee.

(c) Recommendation by a qualified Mission Coordinator.

(d) Demonstrate a thorough knowledge and understanding of all aspects of CAP operational mission procedures and the ability to manage overall mission operations.

### **b. Air Operations Director:**

(1) **Trainee.** Satisfy the following for issuance of a CAP Form 101T:

(a) At least 18 years of age.

(b) Satisfactorily complete CAPF 116, Part 2.

(c) Qualified SAR/DR Mission Pilot or Mission Observer (need not be current).

(d) Satisfactorily complete the classroom instruction specified in Attachment 8.

(2) **Qualified.** Satisfy the following for issuance of a CAP Form 101:

(a) Satisfactory participation in a minimum of two missions as an Air Operations Director trainee.

(b) Demonstrate to a qualified Mission Coordinator or Air Operations Director a thorough knowledge of operational mission procedures and ability to manage CAP air operations.

(c) Recommendation by a qualified Mission Coordinator or Air Operations Director.

### **c. Ground Operations Director:**

(1) **Trainee.** Satisfy the following for issuance of a CAP Form 101T:

(a) At least 18 years of age.

(b) Qualified Ground Team Leader or Member (need not be current).

(c) Satisfactorily complete the classroom instruction specified in Attachment 9.

(2) **Qualified.** Satisfy the following for issuance of a CAP Form 101:

(a) Satisfactory participation in a minimum of two missions as a Ground Operations Director trainee.

(b) Demonstrate to a qualified Mission Coordinator or Ground Operations Director a thorough knowledge of operational mission procedures and ability to manage CAP ground operations.

(c) Recommendation by a qualified Mission Coordinator or Ground Operations Director.

**d. Air Search Coordinator:**

(1) Trainee. Satisfy the following for issuance of a CAP Form 101T:

(a) At least 18 years of age.

(b) Satisfactorily complete CAPF 116, Part 2.

(c) Qualified SAR/DR Mission Pilot or Mission Observer (need not be current).

(d) Satisfactorily complete the classroom instruction specified in Attachment 8.

(2) **Qualified.** Satisfy the following for issuance of a CAP Form 101:

(a) Satisfactory participation in a minimum of one mission as an Air Search Coordinator trainee.

(b) Demonstrate to a qualified Air Operations Director or Air Search Coordinator a thorough knowledge of airborne search operations and ability to coordinate CAP air search operations.

(c) Recommendation by a qualified Air Operations Director.

**e. Ground Search Coordinator:**

(1) **Trainee.** Satisfy the following for issuance of a CAP Form 101T:

(a) At least 18 years of age.

(b) Satisfactorily complete CAPF 116, Part 2.

(c) Qualified Ground Team Leader or Member (need not be current).

(d) Satisfactorily complete the classroom instruction specified in Attachment 9.

(2) **Qualified.** Satisfy the following for issuance of a CAP Form 101:

(a) Satisfactory participation in a minimum of one mission as a Ground Search Coordinator trainee.

(b) Demonstrate to a qualified Ground Operations Director or Ground Search Coordinator a thorough knowledge of ground search operations and ability to coordinate CAP ground search operations.

(c) Recommendation by a qualified Ground Operations Director.

**f. Search and Rescue (SAR)/Disaster Relief (DR) Mission Pilot:**

(1) **Trainee.** Satisfy the following for issuance of a CAP Form 101T:

(a) At least 18 years of age.

(b) Satisfactorily complete CAPF 116, Part 2.

(c) Current and qualified CAP pilot in accordance with CAPR 60-1, with at least 175 hours pilot in command time including at least 50 hours of cross-country flying.

(d) Satisfactorily complete the classroom instruction specified in Attachment 10, paragraph 2.

(2) **Qualified.** Satisfy the following for issuance of a CAP Form 101:

(a) Current and qualified CAP pilot in accordance with CAPR 60-1, with at least 200 hours pilot in command time including at least 50 hours of cross-country flying.

(b) Satisfactorily complete intensive flight training as specified in Attachment 10, paragraph 3, including a minimum of three separate missions as a SAR/DR Mission Pilot trainee under the direct supervision of a qualified and experienced SAR/DR Mission Pilot. This training shall include all aspects of visual and electronic search procedures, air crew coordination, low altitude navigation with and without electronic navigation aids? and other search mission procedures. Flight training must include each visual search pattern and at least one ELT locating exercise accomplished with and without direction finding equipment. Personnel operating in mountainous terrain must receive additional training in mountainous terrain search procedures.

(c) Recommendation by a qualified SAR/DR Mission Pilot.

(d) Demonstrate a thorough knowledge and understanding of all items listed on CAP Form 91 and satisfactorily complete an evaluation flight check (CAP Form 91) administered by a Mission Check Pilot. (CAP Form 91 is required every second year to maintain currency).  
NOTE: Personnel who have received training and demonstrated their proficiency in mountain search procedures will have their CAP Form 101 annotated "Mountain Qualified."

**g. Counterdrug Flight Crew.** Satisfy the following for issuance of a CAP Form 101CN (a training card shall not be issued for this specialty):

(1) Senior member at least 18 years of age who has been a CAP member for at least two years. Cadet time may count toward the two-year requirement with wing commander approval. Requests for waivers must be submitted in writing, signed by the wing commander, and include a description of the candidate's qualifications and justification for the waiver. All waivers must be approved by the HQ CAP/DOG. Send requests to HQ CAP/DOC, 105 South Hansell Street, Maxwell AFB AL 36112-6332.

(2) Current and qualified SAR/DR Mission Pilot, Observer, or Scanner.

(3) Complete the requirements of paragraphs 2c and Attachment 18 of this regulation.

(4) Satisfy the following minimum flight training and hour requirements:

(a) Pilot in Command (PIC):

- 1) 200 hours PIC for flight over land.
- 2) 250 hours PIC and hold a current instrument rating (or ATP certificate ) or 500 hours PIC (no instrument rating) for extended flights over water beyond engine out gliding distance from shore.

3) Satisfactorily complete specific additional training in mountainous terrain search procedures for flights in mountainous terrain.

(b) Observer/Scanner: Current and qualified Mission Observer/Scanner.

(5) Air crew members participating in extended over water operations beyond engine out gliding distance from shore are strongly encouraged to complete a water survival training program.

**h. Counterdrug Ground Support Crew.** Satisfy the following for issuance of a CAP Form 101CN (a training card shall not be issued for this specialty):

(1) Senior member at least 18 years of age who has been a CAP member for at least two years. Cadet time may count toward the two-year requirement with wing commander approval. Requests for waivers must be submitted in writing, signed by the wing commander, and include a description of the candidate's qualifications and justification for the waiver. All waivers must be approved by the HQ CAP/DOC. Send requests to HQ CAP/DOC, 105 South Hansell Street, Maxwell AFB AL 36112-6332.

(2) Complete the requirements of paragraphs 2-2c and Attachment 18 of this regulation.

(3) Personnel must possess a current CAP Form 101 containing the applicable specialty ratings.

(4) See paragraph 2-4a for counterdrug mission coordinator requirements.

**i. Transport Mission Pilot.** Satisfy the following for issuance of a CAP Form 101 (a training card shall not be issued for this specialty):

(1) At least 18 years of age.

(2) Current and qualified CAP pilot in accordance with CAPR 60-1, with at least 100 hours pilot in command time including at least 50 hours of cross-country flying.

(3) Satisfactorily complete the applicable classroom instruction specified in Attachment 10, paragraph 2 (items c, e, g, h, and j through r).

(4) Demonstrate to the classroom instructor a thorough knowledge and understanding of:

(a) Transport mission procedures.

(b) FAA regulations.

NOTE: Personnel presently current and qualified as a SAR/DR Mission Pilot are automatically qualified as a Transport Mission Pilot.

**j. Mission Observer:**

(1) **Trainee.** Satisfy the following for issuance of a CAP Form 101T:

(a) At least 18 years of age.

(b) Satisfactorily complete the classroom instruction specified in Attachment 11, Paragraph 2

(qualified Mission Scanners need not duplicate training previously received).

(c) Possess a qualified Mission Scanner rating or:

Part 2.

02130A.

1) Satisfactorily complete CAPF 116,

2) Satisfactorily complete ECI Course

3) Obtain appropriate communications certification in accordance with CAPM 100-1.

(2) **Qualified.** Satisfy the following for issuance of a CAP Form 101:

(a) Satisfactorily complete ECI Course  
02130B.

(b) Satisfactorily complete intensive flight training as specified in Attachment 11, paragraph 3, including a minimum of three separate missions as a Mission Observer trainee under the direct supervision of a qualified and experienced Mission Observer or Mission Pilot. This training shall include all aspects of visual and electronic search procedures, air crew coordination, low altitude navigation with and without electronic navigation aids, and other search mission procedures. Flight training must include each visual search pattern and at least one ELT locating exercise accomplished with and without direction finding equipment. Individuals who possess a qualified Mission Scanner rating need not duplicate previously accomplished training.

(c) Demonstrate to a qualified Mission Observer a thorough knowledge and understanding of SAR/DR operations procedures.

(d) Recommendation by a qualified Mission Observer.

(e) Since Mission Pilots complete the same syllabus as Mission Observers except for scanning techniques and sighting characteristics, qualified Mission Pilots who receive ground instruction from a qualified Mission Observer in scanning techniques and sighting characteristics may be qualified as Mission Observers.

**k. Mission Scanner:**

(1) **Trainee.** Satisfy the following for issuance of a CAP Form 101T:

(a) At least 18 years of age.

(b) Satisfactorily complete CAPF 116, Part 2.

(c) Satisfactorily complete the applicable classroom instruction specified in Attachment 11, paragraph 2 (items a, b, f, j, o, p, and r).

(2) **Qualified.** Satisfy the following for issuance of a CAP Form 101:

02130A.

(a) Satisfactorily complete ECI Course

(b) Satisfactorily complete intensive flight training as specified in the applicable portions of Attachment 11, paragraph 3 (items a, b, c, and e), including a minimum of three separate missions as a Mission Scanner trainee under the direct supervision of a qualified and experienced Mission Observer or Mission Pilot. This training shall include all aspects of visual and



Coordinator or Air/Ground Operations Director, as applicable, prior to issuance of CAP Form 101 in the new wing (or region).

**(2)** Members requesting transfer of SAR/DR Mission Pilot ratings must satisfactorily demonstrate their knowledge of state/local procedures on at least one mission under the direct supervision of a qualified SAR/DR Mission Pilot prior to issuance of CAP Form 101 in the new wing (or region).

**(b)** Wing/region commanders shall establish procedures to provide familiarization training regarding state/local procedures for transferring members.

## Chapter 3

### USAF-ASSIGNED TRAINING/EVALUATION MISSIONS

**3-1. General.** This chapter outlines responsibilities and procedures for planning and conducting USAF-assigned training and evaluation missions.

#### 3-2. Responsibilities:

**a.** The CAP-USAF liaison region and CAP wing liaison personnel are responsible for monitoring and controlling these missions. Liaison personnel may cancel, suspend, or alter the missions as necessary in the interest of safety.

**b.** The CAP wing/region commander coordinates requested dates for USAF-assigned training/evaluation missions with the respective wing liaison office.

**c.** The CAP region commander monitors each wing's training program and coordinates region-wide training activities. Region commanders review the results of USAF required evaluations within their region and ensure necessary actions are taken to eliminate any deficiencies identified.

**d.** The CAP region standardization/evaluation officer (DOV) is responsible for monitoring mission training conducted within the respective region, including accomplishment of the National Check Pilot Standardization Course.

#### 3-3. USAF-Assigned Reimbursable Training and Evaluation Missions For CAP Resources:

**a.** The goal of the CAP-USAF reimbursable training mission and evaluation program is to assist CAP in developing and maintaining effective, efficient, and safe operations which will benefit survivors. SAR and DR evaluations provide the USAF and CAP with information concerning capabilities and limitations for each wing in the performance of emergency services missions. Wing training missions are also used to identify and strengthen areas requiring additional emphasis and training.

**b.** Training missions should be designed to improve the wing's ability to perform mission commitments identified in approved agreements and memorandums of understanding. Participation of state and local emergency services agencies is coordinated by the responsible wing commander. At the request of the wing/region commander, wing liaison personnel may assist in coordinating state and local agency involvement in training/evaluation activities.

**c.** USAF-assigned optional training missions are planned to accomplish specific training requirements. The specific training objectives must be reviewed and approved by the wing liaison officer prior to requesting mission authorization. These missions are administered, monitored, and controlled by region liaison personnel, assisted by other active duty or reserve USAF personnel as required.

**d.** USAF required evaluations are administered under the control of the CAP-USAF liaison region. Liaison region personnel may be assisted by wing liaison personnel and other active duty or reserve USAF personnel in forming the USAF evaluation team.

**e.** During USAF required evaluation missions, training of operational mission personnel may only be conducted when not detrimental to accomplishment of the evaluation.

**3-4. USAF-Assigned Non-Reimbursable Training Missions for CAP Resources.** USAF-assigned non-reimbursable training missions should be designed to provide training to improve the wing's ability to perform mission commitments identified in approved agreements and memorandums of understanding. These missions are intended to permit a wing (or region) to conduct additional training activities beyond those authorized for USAF reimbursement. Non-reimbursable training missions should be planned to accomplish specific training requirements. Specific training objectives must be reviewed and approved by the wing (or region) commander prior to requesting mission authorization. These missions will be administered, monitored, and controlled by the CAP wing (or region commander). Wing liaison personnel, may assist as required.

**3-5. National Check Pilot Standardization Course (NCPSC).** In addition to training missions otherwise authorized, CAP regions are authorized USAF reimbursable National Check Pilot Standardization Courses each federal fiscal year subject to the availability of funds. This course must be conducted in accordance with the national course curriculum provided to each region and wing. Attendance is restricted to check pilots, pilots qualifying as check pilots, and mission check pilots. Paragraph 3-6 outlines how funding for this course may be obtained.

#### 3-6. Scheduling and Requesting USAF-Assigned Reimbursable Training or Evaluation Missions:

**a. General.** Subject to availability of funds, each wing and region is authorized the following training and evaluation missions during the federal fiscal year to prepare or evaluate the effectiveness of mission capabilities.

(1) Required (both may be combined into one evaluation):

- (a) SAR evaluation (annually).
- (b) DR evaluation (annually).

(2) Optional (as necessary):

- (a) SAR training missions.
- (b) DR training missions.
- (c) CD training missions (up to 4 annually).
- (d) CD orientation sessions.
- (e) NCPSC.

**Required Evaluation Scheduling.** The responsible CAP-USAF liaison region will schedule each wing for one SAR and one DR evaluation each year (these may be combined and/or no-notice). The liaison region will forward a copy of the region evaluation schedule to HQ CAP/DO and CAP-USAF/XO.

**c. Procedures to Request USAF-Assigned Training, Evaluation, NCPSC, or CD Orientation/Training Missions.** The wing commander in coordination with the wing liaison office, plans and estimates the cost of the mission and, in each case completes a copy of CAPF 10 (attachment 2). Request and authorization procedures for these missions are as follows:

**(1) SAR/DR/NCPSC:**

(a) After the CAP wing/region commander and wing liaison officer sign the CAP Form 10, they forward it to the CAP-USAF liaison region. The CAP Form 10 must arrive at the CAP-USAF liaison region at least 30 days prior to the activity date.

(b) The CAP-USAF liaison region will complete the appropriate blocks and return a copy of the form to the wing liaison officer. This mission authorization includes a mission number and a fund cite for the estimated reimbursement authorized for the mission.

**(2) Counterdrug:**

(a) After coordinating the training/orientation date(s) with the region counterdrug director, the wing/region commander and wing liaison officer prepare and sign a CAP Form 10 (Attachment 2) with a proposed training scenario and forward it to the CAP-USAF liaison region. The CAP Form 10 should arrive at the liaison region 30 days prior to the planned event.

(b) The liaison region reviews the CAP Form 10 and if satisfied with the operations plan/objectives and safety considerations, forwards it to HQ CAP/DOC. HQ CAP/DOC must receive the CAP Form 10 from the liaison region at least 20 days prior to the planned event.

(c) HQ CAP/DOG approves/disapproves the training request and provides a training mission number via the CAP Form 10 to the wing liaison office with a copy to the liaison region and HQ CAP-IJSAF/XO at least 10 days prior to the event

**d. Post Mission Procedures.** After completion of the mission, claimed reimbursement should be summarized on the CAPF 10 by the wing liaison office and returned to the CAP-USAF liaison region and HQ CAP/DO.

Claimed expenditures will not exceed the estimated amount specified in block 2 on the CAPF 10 without specific approval of the CAP-USAF liaison region (SAR/DR) or HQ CAP/DO (CD). The CAPF 10 must be forwarded within 30 days of completion of the event with adjustments allowed for up to 60 days.

**3-7. Additional Training Requirements.** Wings will prepare a fiscal year training forecast to include estimated costs by 15 Aug each year (with a semi-annual update due on 15 Feb). Wings will fill out preliminary CAPFs 10 in accordance with their annual (15 Aug) training forecast. The wing liaison office will forward copies of this schedule and the resulting CAPFs 10 to the appropriate CAP-USAF region who will review and forward them to HQ CAP/DO. *Note: In the interest of information exchange, neighboring wings are encouraged to visit other wings training (Participation at host wing commander's discretion).*

**3-8. USAF Reimbursement.** Reimbursement procedures will be in accordance with CAPR 173-3.

**3-9. Mission Reports:**

a. USAF evaluation team members use CAP-USAF Pamphlet 12, Civil Air Patrol SARIDR Evaluation Guide, during required evaluations. Results of evaluations are documented and sent to the respective CAP wing/region commander, CAP-USAF/XO, and HQ CAP/DO. Wing commanders will review the evaluation report and forward corrective actions for all items rated less than satisfactory (or "no" on a yes/no question) to the CAP region commander, with a copy to the CAP-USAF liaison region. The wing commander will forward these responses not later than 30 days following receipt of the report from the USAF evaluation team.

b. Reports on National Check Pilot Standardization Course results, including a list of those successfully completing the activity will be prepared by the course manager and forwarded to the authorizing CAP-USAF region liaison office and HQ CAP/DOV.



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Attachments:

1. Interchangeability of Specialty Qualification Ratings
2. CAP Form 10, *Request, Authorization, and Report for Training/Evaluation Missions*
3. CAP Form 100, *Application for Specialty Qualification Card (CAPF 101) or Specialty Qualification Training Card (CAPF 101T)*
4. CAP Form 101, *Specialty Qualification Card*
5. CAP Form 10 IT, *Specialty Qualification Training Card*
6. CAP Form IOICN, *Counterdrug Specialty Qualification Card*
7. Mission Coordinator Training Guide
8. Air Operations Director/Air Search Coordinator Training Guide
9. Ground Operations Director/Ground Search Coordinator Training Guide
10. Mission Pilot Training Guide
11. Mission Observer/Scanner Training Guide
12. Ground Team Leader Training Guide
13. Ground Team Member Training Guide
14. Information (Public Affairs) Officer Training Guide
15. Flight Line Officer Training Guide
16. Communications Unit Director Training Guide
17. Radio Operator Training Guide
18. Procedures for Counterdrug Orientation
19. CAP Form 83, *CAP Counterdrug Application/Clearance Screening*
20. CAP Form 81, *Counterdrug Orientation Attendance Roster*

## SUMMARY OF CHANGES

Consolidates and supersedes all previous letters on counterdrug operating procedures. Changes references from "counter-narcotics" to "counterdrug." Communications certification (ROP) required only when CAP frequencies will be used. Bloodborne pathogen policy added. Consolidated much of counterdrug information into Attachment 18. Clarifies that "Trainee" requirements have to be met prior to moving on to the requirements for "Qualified." Counterdrug Ground Crew added. Adds Mission Pilot as trainer for Observer and Scanner. Moved completion of ECI course for Scanner to "Qualified." Radiological monitoring requirements now specified by the wing deleted from various specialties. Permits unit commanders to renew CAPFs 101 and notify wing. Reflects consolidation of CAP-USAF Forms 2 and 11 into CAP Form 10. CAPFs 81 and 83 revised. Includes numerous other administrative changes and consolidations.



CAP FORM 10, OCTOBER 1997 PREVIOUS EDITIONS WILL NOT BE USED.

Mission reimbursement estimate (calculated by wing):

\_\_\_\_\_ C-172 hours x \$\_\_\_\_\_ C-172 reimbursement rate = \$\_\_\_\_\_

\_\_\_\_\_ C-182 hours x \$\_\_\_\_\_ C-182 reimbursement rate = \$\_\_\_\_\_

\_\_\_\_\_ Other hours x \$\_\_\_\_\_ Other reimbursement rate = \$\_\_\_\_\_

\_\_\_\_\_ Other hours x \$\_\_\_\_\_ Other reimbursement rate = \$\_\_\_\_\_

\_\_\_\_\_ Other hours x \$\_\_\_\_\_ Other reimbursement rate = \$\_\_\_\_\_

Estimate for communications.....\$\_\_\_\_\_

Estimate for vehicle gas and oil.....\$\_\_\_\_\_

Total estimated mission reimbursement.....\$\_\_\_\_\_

Mission Base: \_\_\_\_\_

Other operating locations: \_\_\_\_\_

Mission scenario for requested training mission:

## PROCEDURES FOR COUNTERDRUG (CD) ORIENTATION

This attachment provides wing (and region) counterdrug officers with a step-by-step guide to scheduling and conducting an orientation session that meets the intent of agreements between CAP and the supported agencies (customer).

1. The wing (or region) commander and HQ CAP/DOC agree on the need for initial or additional crews/support personnel. Generally, both USCS and DEA training are scheduled for the same day to conserve funds. Training for each agency should last only about 3 hours, allowing members to travel to and from the site on the same day. Normally, wings (or regions) conduct only one orientation per year for each customer. HQ CAP/DOC coordinates with the USCS National Aviation Center to schedule qualified USCS personnel to conduct orientations. All DEA DCE/SP coordinators in each state are qualified to handle orientations.
2. Members complete CAP Form 83, *CAP Counterdrug Application* (Attachment 19). The wing (or region) commander, or designee, approves the CAP Form 83 after checking member eligibility. Forms for the DEA program are submitted to the state Domestic Cannabis Eradication/Suppression Program (DEA DCE/SP) coordinator for approval. Forward the DEA signed cover letter and CAP Forms 83 (if returned by DEA) to HQ CAP/DPPX. Forms for the USCS program are forwarded to HQ CAP/DPPX or to the local USCS agent, if the agent agrees to conduct the screening (then to DPPX after screening is completed locally). For both DEA and USCS, the cover letter must list each individual's name, SSAN, date of birth, and driver's license number. Normally, all applications should be completed and names screened by USCS or DEA before the proposed orientation.
3. For CD training mission and orientation session authorization, refer to paragraph 3-6.
4. Notify appropriate members of orientation. Notification should be by invitation only to preclude members arriving for orientation who are not qualified. For reimbursement of automobile or aircraft expenses, members are normally required to live within 500 miles of the training site (unless specific exemptions are approved in advance by HQ CAP/DOC). Members outside the 500-mile radius may attend, if qualified, at their own expense. Holders of CAP Form 101CN, *Counter Narcotics Program Authorization Card*, may attend at any time on a space-available basis with no reimbursement.
5. Members register using a *Counterdrug Orientation Attendance Roster*, CAP Form 81 (Attachment 20), after presenting all of the following identification to the region/wing counterdrug officer (may be waived at the discretion of the region counterdrug director, DEA/USCS agent, or wing liaison officer if the member's identity and qualification can be established by other means):
  - a. Picture ID
  - b. Current CAP membership card
  - c. Current CAP Form 101, *Specialty Qualification Card*

The region/wing counterdrug officer/director will verify each individual's name is on the roster.

6. During the orientation (at the USCS/DEA agent's discretion), each member will complete and sign the CAP Form 81. The CAP Form 81 contains the counterdrug mission Non-disclosure Agreement and therefore is a sworn document.
7. The CAP Form 81 is signed by the wing (or region) counterdrug officer and the USCS/DEA agent providing the training. The wing (or region) counterdrug officer/director forwards the CAP Form 81 to HQ CAP/DPPX for processing. Originals of CAP Forms 81 and 83 are maintained at HQ CAP/DPPX. Copies of these documents may also be retained in the member's records, if desired.
8. CAP Form 101CN cards are mailed to the wing (or region) commander, or designee, for a final review before issuance.

NOTE: Members will automatically be re-screened by each agency approximately every 24 months. Rescreening by both agencies is not always simultaneous. No action is required by the member, wing, or region for the rescreening process.

NOTE: There is no recurring orientation requirement.

9. Common pitfalls:
  - a. Are applicants submitted on CAP Forms 83 current members? At least 10% of all CAP Forms 83 received are returned because the applicants are not current or have never been members.
  - b. For USCS applicants: Is a cover letter submitted with each applicant's name, SSAN, DOB, and driver's license number? Less than 50% of the CAP Forms 83 received meet this requirement.



- c. For DEA: Did the DEA agent sign the screening list? The letter to the DEA agent from the wing counterdrug officer will suffice if signed by the DEA agent.
- d. Are questions 16 through 19 on the CAP Forms 83 completely answered? Well over 20% of the forms are returned for this reason.
- e. Has the wing or region commander (or designee) signed all the CAP Forms 83? Over 15% returns.
- f. Is the CAP Form 81 legible? If neither the name or SSAN is legible, a 101CN card can not be issued.
- g. Is the CAP Form 81 signed properly? The applicant, the wing or region counterdrug officer, and the appropriate agent must sign.
- h. Is the CAP Form 81 sent to National Headquarters in a timely manner? The average time from date of orientation to receipt of paperwork at National Headquarters was 22 days for the first half of 1996.